

For Approval 8/4/2016

**TOWN OF WESTFORD
HEALTHY WESTFORD COMMITTEE
MINUTES**

DATE: June 7, 2016
TIME: 7:00 PM
PLACE: Town Hall Meeting Room

PRESENT: Lucia Alfano, Jennifer Claro, Sandy Collins, Will Darling, Gloria Gilbert, Sandra Habe, Alisha Hillam, Gregory Johnson, Bruce Rosenberg, Kristen Upham, Terence Ryan

ABSENT:
Chris Barrett, Arthur Benoit, Zac Cataldo, Carol Gumbart, Lynn Tenney, Lynn Tyndall

CALL TO ORDER – OPEN FORUM - INTRODUCTIONS

Sandy C. began the meeting at 7:05 pm and welcomed any new attendees to their first meeting.

Sandy C. invited attendees or audience members to provide any items for the Open Forum. No items were presented.

Sandy C. requested that members introduced themselves sharing a little of their background and why they were interested in joining the Healthy Westford Committee.

APPROVAL OF MINUTES

It was moved by Bruce R., seconded by Gloria G., and VOTED 11 IN FAVOR TO APPROVE the minutes presented from the May 26, 2016 meeting.

WEB PAGE REVIEW

Sandy C. reviewed the web page format and location.

APPROVAL OF MISSION BY BOARD OF SELECTMEN

Sandy C. explained that the Board of Selectmen were expected to approve the committee's mission at the upcoming Selectmen meeting to be held on June 14, 2016.

PREPARATION FOR THE STRATEGIC PLANNING RETREAT

Sandy C. presented the intentions of the upcoming Strategic Planning Retreat for the town and the committee's expected participation. She asked for attendees to approve the definition of the committee that would be presented at the retreat. Bruce R., Terry R., and Sandra H. agreed that it should be a broad definition presented.

DEVELOPMENT OF LONG/SHORT TERM GOALS

Sandy C. requested the attendees support to narrow the focus of the intentions of the committee and develop long and short term goals.

Bruce R. described the committee as advisory and as such should focus on advisory efforts that provide other town entities to use the committee for verification or to ask questions to when needed. Sandy C. responded that she doesn't want the committee to suppress the work or momentum of other groups, but would rather serve as a catalyst for moving along initiatives of the town and its represented groups.

Sandy C. read aloud the items on the committee's definition list. Some common themes were presented: environment; access to services; protect vulnerable populations. Sandy C. felt it might be appropriate to group together some of the items into shared sections.

Kristen U. recommended the lumping together of general safety items, access to care, affordability, and environmental themes with land and tick reduction.

Bruce R. recommended identifying target departments when determining the proper grouping of definition items and goals, as the departments would serve as the recipients of the committee's advisory function. He added that the more narrow of focus, the greater the chance of success.

Kristen U. agreed that it would be helpful to group items and that it would be helpful to highlight one or two items within the group, although she recognized that some groups may need multiple items highlighted.

Sandy C. displayed a chart that the committee could use to categorize the items and goals, separated into descriptions of "easy/hard" and "low/high impact".

Alisha H. recommended breaking up the mission statement into categories for goals.

Terry R. asked how the committee affects departments, committees, and boards.

Sandy C. emphasized the importance of departmental collaboration and communication.

Greg J. recommended the use of data indicators to show community input.

Jennifer C. recommended to engage and include people in the group's initiatives, and urged the committee not to lose the focus of including all groups of people.

Sandy C. emphasized the importance of the committee's goal of bringing awareness and information to departments, boards, and committees through the committee's programs, work and initiatives.

The meeting's attendance used stickers to designate and identify their priorities and levels of importance for the categories and definitions of the committee.

STRATEGIC PLANNING RETREAT PREPARATION

Sandy C. reviewed what could be expected at the Strategic Planning Retreat and the committee's role there. She proposed a display for the committee. The meeting's attendees provided input to develop and revise the poster to be displayed.

Alisha H. volunteered to finalize the retreat's display.

FUTURE MEETING PLANNING

Sandy C. asked if the attendees would like to continue regular meetings through the summer. The general consensus agreed to continue through the summer. Sandy C. reminded the attendees to look for meeting schedule invitations in their e-mails.

Sandy C. recommended the attendees consider to propose ways to connect trails to neighborhoods in the town, and how to promote and develop initiatives that motivate townsfolk to use the trails and sidewalks.

ADJOURNMENT

On a motion made and seconded, the meeting was adjourned at 9:00 pm.

Sandy Collins, Chairperson date

Submitted by Gregory Johnson, meeting secretary